



## **Halal Certification Terms & Conditions**

### **Poultry Abattoir Sector**

**HALAL ACCREDITATION COUNCIL (GUARANTEE) LIMITED**  
26 B, Retreat Road, Bambalapitiya, Colombo 04, Sri Lanka

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### Stages of Halal Certification

#### INQUIRY

- Inquiry for Halal Certification through the following Channels
  - Phone Call – (94) 117 425 225
  - Email – info@hac.lk
  - Web –www.hac.lk



#### APPLICATION SUBMISSION

- Submission of letter of Intent by applicant
- Issue of Halal Certification Terms & Conditions and application by HAC
- Handover the completed application documents to HAC by applicant



#### PROCESSING

- Processing & Verification of the application
- Conducting Certification Audit at the premises



#### CERTIFICATION

- HAC Certification Decision Committee approval
- Issuing Halal Certificate upon approval



#### POST CERTIFICATION

- Conducting announced / un-announced periodic audit(s)
- Updating HAC on any changes in the current application by the Halal certificate holder



#### RENEWAL / RECERTIFICATION

- Submission of renewal request / application by the Halal certificate holder before expiry of the Halal Certificate

### 0.0 REVISION HISTORY AND APPROVAL

Ver.	Nature of changes	Approval	Date
01	Original	CEO	2014-01-01
02	<p>Replace slaughterers training with the assessment in clause 2.3.4</p> <p>Remove clause no. 2.1.6, 2.2.14, 6.3, 6.1.5, 6.4.3, 6.4.5, 7.7 &amp; 8.0 from the previous Terms &amp; Conditions</p> <ul style="list-style-type: none"> <li>- Add clause 1.3 on HAC's certification scheme</li> <li>- Add clause 2.1.7 on certification of value added meat products</li> <li>- Add 2.1.11 on the consistency of product names</li> <li>- Add Clause 2.2.2 on reference to 'General Guideline for Poultry Slaughtering' &amp; "General Guidelines for Handling and Processing of Halal Food".</li> <li>- Add clause 2.2.9 on stunning &amp; storage</li> <li>- Add clause 2.2.13 on testing</li> <li>- Add clause 3.2.1 on Stage 1</li> <li>- Add clause 3.9 on cancellation &amp; postponement</li> <li>- Add clause 3.10 on interval between stage 1 and 2</li> <li>- Add clause 4.2.V on reason for major non-conformity</li> <li>- Add clause 6.1.3 on approval of new slaughterer(s)</li> <li>- Add clause 6.1.8 on analysis of customer complaints</li> <li>- Add Clause 6.1.10 on management review</li> <li>- Add clause 7.3 on reproducing of halal certificate</li> <li>- Add clause 7.4 on translation of halal certificate</li> <li>- Add clause 7.11 on consignment certificate</li> <li>- Add clause 8.4 on verification on the implementation</li> <li>- Add clauses 1.4, 2.2.3, 2.2.15, 6.2.2, 6.3.2, 6.3.4 &amp; 7.6 on GSO standard requirements</li> </ul>	CEO	2017-10-10
03	<ul style="list-style-type: none"> <li>- Clause 1.4, product categories are changed.</li> </ul>	CEO	2022-02-07

These Terms & Conditions shall be known as the 'Halal Certification Terms & Conditions' for the Poultry Abattoir Sector of Halal Accreditation Council (Guarantee) Limited (hereinafter referred to as 'HAC')

## 1.0 APPLICABILITY / SCOPE

- 1.1 These Terms & Conditions apply to Halal certification of any applicant under the Poultry Abattoir Sector.
- 1.2 Poultry Abattoir Sector category includes premises where the complete process of slaughtering, processing, packing and distributing of poultry are taking place.
- 1.3 The Poultry Abattoir Sector certification program is of two types as follows;
  - a) HAC General Scheme
  - b) GSO Standard Scheme (Applicable to export to GCC countries)
- 1.4 The product range for certification under [GSO Standard Scheme](#) is listed in the table below:

Cluster	Category		Subcategories		Examples of Included Products
Food and Feed Processing	C	Food Manufacturing	CV	Animal Slaughtering	Processing of carcasses including slaughtering in slaughterhouses, cutting, cleaning and packing.

## 2.0 CERTIFICATION REQUIREMENTS

### 2.1 General

- 2.1.1 The process of obtaining the Halal certification and maintaining compliance throughout the certification is summarised in **Appendix A**.
- 2.1.2 Halal certification process commences upon the submission of a completed application form issued by HAC.
- 2.1.3 The application form shall be completed in accordance with the guidelines set out in the application form. Those applicants who have not completed in accordance with the guidelines or unsupported by necessary documents will be rejected.
- 2.1.4 The top management of the applicant shall clearly understand the Halal Certification Terms & Conditions mentioned herewith in and communicate the same to all levels of staff.
- 2.1.5 Strict confidentiality regarding all matters shall be maintained by HAC at all times.
- 2.1.6 If the applicant has more than one plant where the processing of the same brand is done, then all the plants shall be certified by HAC.
- 2.1.7 If the applicant manufactures value added meat product/s under the same brand, then all the products have to be Halal certified by HAC under the Product Sector category additionally to Poultry Abattoir Sector.
- 2.1.8 All poultry shall be slaughtered only in an approved Poultry Abattoir licensed by the local authority and by HAC approved slaughterers.
- 2.1.9 No slaughtering shall take place on Fridays for 2 hours starting from 15 minutes prior to the Friday prayer time and two Islamic festivals (Ramazan & Hajj) days.

- 2.1.10 The applicant shall provide a suitable place for prayers within the premises for the use of HAC approved employees on a daily basis when in operation.
- 2.1.11 The names of all the products applied for Halal Certification by the applicant must be consistent with the names printed on the packaging label.
- 2.1.12 The applicant shall maintain a file marked 'Halal' that includes updated documents / records. This file shall be made readily available to the official(s) from HAC at the audit(s).

## 2.2 Halal Requirements

- 2.2.1 HAC reserves the right to decide on what constitutes Halal and matters connected to the Halal slaughtering methods / procedures of the applicant.
- 2.2.2 The applicant/ certificate holder shall adhere to all the requirements detailed in HAC's "**General Guideline for Poultry Slaughtering**" and "**General Guidelines for Handling and Processing of Halal Food**".
- 2.2.3 In addition to the above requirements applicant shall adhere to the requirements detailed in the standard **GSO 2055-1 Halal Products - Parts 1: General Requirements for Halal Food** and **GSO 993 Animal Slaughtering Requirements According to Islamic Rules**. ([Applicable for GSO standard scheme](#))
- 2.2.4 Non-Halal products / ingredients / raw materials shall not be handled, stored, used, sold, or brought under any circumstances inside the premises to which Halal Certificate is applied.
- 2.2.5 The whole process of the Poultry Abattoir shall be approved by HAC as compliant.
- 2.2.6 All "dead birds" (un-slaughtered dead poultry, improperly slaughtered etc.) shall be effectively segregated from the halal poultry product (i.e. from unloading of birds to the dispatch of finished halal poultry products).
- 2.2.7 The applicant shall ensure that there are minimum of four HAC approved employees, 2<sup>nd</sup> Stage – one, 3<sup>rd</sup> Stage – three, 4<sup>th</sup> Stage – one,) in the Halal Control System.
- 2.2.8 All Halal poultry shall be slaughtered ONLY by HAC approved Muslim slaughterers.
- 2.2.9 Six stages of Halal Control System
  - I. Sorting of poultry (1<sup>st</sup> Stage)**  
In the first stage, the employee(s) assigned have to check before slaughtering takes place that the birds are still alive as it is an important requirement for Halal slaughtering. Dead birds shall be properly segregated and disposed of.

### **II Stunning (2<sup>nd</sup> Stage) – NOT APPLICABLE TO GSO STANDARD SCHEME**

- a. In generally stunning is not recommended.
- b. However, if it is necessary, then Only water bath (electric) stunning can be allowed.
- c. The stunning is only to render the birds unconscious and must not kill or cause permanent physical injury to the birds before being slaughtered.
- d. The strength of the electrical stun used shall be supervised by the HAC Site Supervisor to ensure it is set at acceptable levels. The HAC approved employee shall periodically monitor the stunning voltage and assess the condition of the stunned poultry, where necessary.
- e. It is advisable that a test be conducted, prior to carrying out any commercial Halal slaughtering, to ensure that the stunning voltage is Halal-compliant.
- f. In addition to above the applicant shall adhere all the requirement detailed in HAC's "Guidelines for the Application of Electrical Water - Bath Stunning on Poultry".

### **III. Slaughtering of poultry (3<sup>rd</sup> Stage)**

The third stage of the Control System requires the HAC approved Muslim slaughterers to comply strictly with the Halal slaughtering methods where by the trachea, oesophagus and both

carotid arteries and the jugular vein are completely cut by using a sharp knife without severing the head. In order to maintain full concentration during slaughtering, it is recommended that the slaughterers shall switch their duties with other slaughterers whenever required. Slaughterers shall ensure that the knife used for slaughtering is always in a state of sharpness. The line speed of the conveyor shall at all times be in harmony with the number of slaughterers engaged in slaughtering thus enabling them to comfortably and correctly carry out the slaughtering in accordance to set standards.

#### **IV. Halal monitoring (4<sup>th</sup> Stage)**

Before the birds are dipped into scalding tank the HAC approved employee(s) (i.e. halal checker) shall monitor and make sure that the birds are dead and is slaughtered according to Halal slaughtering method. If the trachea, oesophagus, carotid artery or jugular vein is not completely severed or if the poultry is not dead, then the poultry shall be removed before the scalding process. The speed of the conveyer belt shall be set in such a manner that the slaughtered bird shall be dipped in the scalding tank only after minimum of three minutes of slaughtering.

The temperature of the water shall not exceed in a manner that the filth in slaughtered bird's digestive system permeates into the flesh.

#### **V. Packaging (5<sup>th</sup> Stage)**

Only Halal slaughtered poultry, in terms of the process laid down above, shall be packed under the applicant's brand & company name.

#### **VI. Storage (6<sup>th</sup> Stage)**

Only halal slaughtered poultry shall be stored in the cold room. Any poultry products returned from market shall be communicated to HAC supervisor immediately and shall be disposed if the packaging is broken or not intact.

- 2.2.10 Applicant shall ensure that the HAC approved employees in applicable Halal control stages of processing are always present at their positions so that the Halal control system described in Clause No. 2.2.9 is not compromised.
- 2.2.11 If for any reason, HAC finds any HAC approved employee concerned to be incompetent or fail to carry out his duties in accordance to Islamic requirements, the HAC approved employee shall be removed and discontinued from performing his Halal slaughtering and/or halal monitoring duties immediately.
- 2.2.12 Slaughtering process shall take into account animal welfare in accordance with halal requirements.
- 2.2.13 An analysis report from a laboratory recognized by HAC may be required upon notice by HAC to confirm that the poultry products does NOT contain any non-Halal items (e.g. pig, pig derivatives, ethanol etc.). The product sample(s) for testing shall be taken by HAC personnel only and sealed with the respective security seal. The applicant shall bear all costs of such laboratory test/s.
- 2.2.14 Hygiene, sanitation and food safety are prerequisites in the preparation of Halal products. It includes the various aspects of personal hygiene, clothing, utensils, machinery & processing aids and the premises for processing, manufacturing & storage of products.
- 2.2.15 Applicant shall establish a Food Safety Management System in the concerned processing plant. [\(Applicable for GSO standard scheme\)](#)
- 2.2.16 During preparation, handling, processing, packaging or transportation, the carcass must be in clean condition and no cross contamination with any non-Halal ingredients / raw materials / products according to Halal requirements.

- 2.2.17 All production lines, equipment, machineries, appliances, processing aids, cookeries, kitchen utensils, cooking places, stores, chillers, freezers, cold-rooms, etc. shall be washed and cleansed under the instruction and supervision of HAC official(s) if it had been contaminated with non-Halal items before certification.
- 2.2.18 Halal poultry shall be suitably packed. Packaging materials shall be Halal and food grade and shall not contain any materials that is considered hazardous to health.
- 2.2.19 No other operator shall be allowed the usage of Halal Certified premises without prior written approval from HAC.
- 2.2.20 The applicant shall always obtain prior approval from HAC before any kind of outsourced or subcontracted activities (i.e. packaging, storage etc.),

### 2.3 Staffing Requirements

- 2.3.1 The applicant shall establish a Halal Assurance Team (HAT) of 3 to 5 persons, comprising a leader (preferably Quality Assurance Manager / Production Manager) appointed by the management, a relevant officer who is aware of Halal and Haram concept and other relevant personnel from multi-disciplinary background, to ensure that the Halal Certification Terms & Conditions of HAC are adhered to at all times.

*Note: In a small business entity, the team may be made up of the owner and one or two other persons.*

- 2.3.2 The applicant shall ensure that at least three members of the Halal Assurance Team (HAT) participate in the introductory meeting conducted by HAC.
- 2.3.3 HAC shall station a supervisor who will be responsible to supervise the whole place and process of halal slaughtering. The supervisor shall be solely responsible to HAC and shall be allowed free access at all times to all required areas. The applicant shall not make any payment or provide any allowances, make any financial or other offerings to the HAC supervisor. The applicant shall fulfil the minimum requirements and maintained at all times mentioned in **Appendix B**.
- 2.3.4 Slaughterers shall be assessed & recommended by HAC supervisor for their skills before authorizing them to carry out slaughtering.

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## 3.0 CERTIFICATION / RECERTIFICATION AUDIT

- 3.1 The applicant **shall first start operation** before any certification audit can be conducted by HAC official(s).
- 3.2 Certification Audit shall be done in two stages as follows:
- 3.2.1 **Stage I Audit**  
HAC shall carry out onsite audit for all the companies to evaluate the client's site-specific conditions on fulfilment of the halal requirements and to undertake discussions with the client's personnel to determine the preparedness for stage 2.
- 3.2.2 **Stage 2 Audit**  
HAC shall carry out an onsite audit for all the companies.
- 3.3 The scope of certification audit covers the following:
- I. Unloading of poultry,
  - II. Slaughtering



- III. Processing and handling of product(s) including packaging
  - IV. Equipment, appliances, machinery and processing aids
  - V. Cleanliness, sanitation and food safety
  - VI. Storage and dispatching of finished goods
  - VII. Warehouse and logistics
  - VIII. Overall premises
  - IX. Documentation
  - X. Interview of staff in different levels
- 3.4 HAC will conduct a certification audit with advance notice. If the proposed date is not agreeable by the applicant, the requested date by the applicant will be based on the availability. Repeat audit(s) will be conducted when necessary.
- 3.5 The applicant shall fully co-operate with the HAC officers at all times by providing all relevant information. All original documentation and records, including the documents listed per **Appendix C** shall be produced on request.
- 3.6 The certification audit process shall be as follows;
- I. Opening meeting
  - II. Site audit
  - III. Check back audit trail and verify further documentation
  - IV. Evaluation of findings by HAC official(s) in preparation for the closing meeting
  - V. Closing meeting
- 3.7 Those who are attending the opening and closing meetings on behalf of the applicant shall be members from the management and the Halal Assurance Team (HAT) who have been authorized to ensure that corrective actions shall be taken, if non-conformities are found.
- 3.8 A report will be issued, if necessary to the applicant within five working days upon completion of the certification audit. If the applicant fails to respond to the report within the given time frame the processing of the application further will be stopped without any prior notice. The processing of the file will be rescheduled to the queue in a first come first serve basis where the applicant who had not responded within the time frame will fall into the next available slot. In this regard HAC will not be responsible for any delays of the certification process of the applicant who defaulted responding to the report on time.
- 3.9 The results of the Stage 1 audit may lead to postponement or cancellation of Stage 2 audit.
- 3.10 The Interval between Stage 1 and 2 audits shall be no longer than six months. In the event that the interval between Stage 1 and Stage 2 audits exceed six months, the Stage 1 audit shall be repeated.

## 4.0

### NON-CONFORMITY

Failure to meet any of the Terms & Conditions mentioned herein will be considered as a **Non-Conformity**.

There are 3 levels of non-conformities:

#### 4.1 Minor Non-Conformity:

- I. Lapse in the cleanliness of premises, equipment, employees or surrounding environment and a lapse in general sanitation, hygiene or pest control.
- II. Failure to maintain the Halal file mentioned in the Clause No 2.1.12.

#### 4.2 Major Non-Conformity:

- I. Use of HAC Halal Logo for products where the certification is yet to be provided.
- II. Giving copies of Halal certificate to other premises / outlets for display purpose.
- III. Change / relocation of premises / factory / stores / machinery / additional production lines etc. without prior consent of HAC.

- IV. Failure to meet with staffing requirements, mentioned in section No. 2.3.
- V. Failures in Food Safety Management System

### 4.3 Serious Non-Conformity:

- I. Failure to meet the Halal requirements mentioned in Section No. 2.2
- II. Sufficient physical evidence exists to indicate the storage / usage / production of non-Halal items raw materials / products. such as pork & pork based products, non-Halal meat or alcoholic beverages.
- III. Altering or tampering any information on the HAC or any other recognized Certification Bodies' Halal Certificate, or any other relevant documents.
- IV. Forgery or reproduction of HAC Halal Certificate
- V. Failure to meet post certification requirements mentioned in Clause No. 6.1.1 and 6.1.2
- VI. Not co-operating with the official(s) of HAC to carry out their duties.
- VII. Failure to fulfil minimum requirements for the HAC supervisor at any given time.
- VIII. Making any sort of offering to the HAC supervisor or official.

### 4.4 Corrective Actions

- 4.4.1 In case of a new applicant; the applicant will be requested to take remedial measures recommended by HAC.
- 4.4.2 In case of an existing certificate holder; the following measures shall be taken.
  - I. A report will be issued by HAC for correction / corrective action to be made immediately or within a stipulated period.
  - II. Follow-up audit(s) shall be carried out to verify the effectiveness of correction/corrective action if deemed necessary.
  - III. If no action was taken before the given time frame by the certificate holder the certificate shall be **suspended** or **withdrawn** without any further notice.
- 4.4.3 Suspended party may request for a review following the suspension period, which will be considered on its merits.
- 4.5 **In any case if any non-Halal items such as pork, non-Halal meat or alcoholic beverages are found to be stored, used or processed in a HAC certified premises the certification will be withdrawn.**
- 4.6 In the event of cancellation of the certificate, actions will be taken as per **Clause No 8.2.**

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## 5.0 APPROVAL

- 5.1 Halal Certificate shall be issued to the applicant only after the HAC officials have satisfactorily completed the certification process and has been approved by the Certificate Decision Committee of HAC.
- 5.2 The applicants will be notified regarding the status of the application via a letter or an e-mail.
- 5.3 Successful applicants will be informed to collect the Halal Certificate(s) from the HAC Office.
- 5.4 Unsuccessful applicants may re-apply via the same procedure following which, HAC will conduct another round of certification process.

## 6.0 POST CERTIFICATION

### 6.1 General

- 6.1.1 The Halal Certificate holder shall comply with all the Halal Certification Terms & Conditions of HAC at all times.
- 6.1.2 HAC will conduct announced / unannounced periodic audits(s) / inspection(s) as surveillance following the award of certification and the applicant shall provide full co-operation by providing easy passage and any relevant information required. Repeat audits and inspections shall be conducted when necessary. HAC's official(s) shall be allowed free access at all times to all required areas.
- 6.1.3 The Halal certificate holder shall obtain the prior written approval from HAC to include new slaughterer(s).
- 6.1.4 Any changes to the information given in the application form regarding particulars of Halal Assurance Team (HAT), contact details, etc., shall be submitted to HAC prior to change.
- 6.1.5 Any change to the location of the certified premises without prior written approval will invalidate the Halal Certificate and a new application has to be submitted for the new location.
- 6.1.6 Prior written approval from HAC shall be obtained if the premises / machinery is to be used by any other operator(s).
- 6.1.7 The Halal Assurance Team (HAT) of the certificate holder shall conduct an Internal audit to review compliance with the Halal certification requirement at least once a year and the Audit Report shall be made available for review by HAC officials.
- 6.1.8 Halal certificate holder shall analyse all the complaints received from its customers with regard to its halal certified products.
- 6.1.9 In the event of any complaint against the Halal certificate holder with regard to compliance with the HAC's Halal Certification Terms & Conditions by a consumer HAC may call for a written explanation from the Halal certificate holder who shall provide the same.
- 6.1.10 Halal certificate holder shall conduct a Management Review to review the adequacy and effectiveness of maintaining the halal certification requirements, at least, once a year.

### 6.2 Halal Logo and Publicity

- 6.2.1 The Halal Certificate holder shall use one of the following HAC Halal logo (s) in readable format according to exact specification. The detail specification will be given after certification approval.



**Arabic Halal logo**



**H - Halal logo**

- 6.2.2 Any products intended for export to GCC countries shall exhibit the Arabic Halal Logo on the product packaging. [\(Applicable for GSO Standard Scheme\)](#)

- 6.2.3 However, if the products are marketed locally the Halal Certificate Holder may print any one of the above HAC Halal Logo.
- 6.2.4 HAC's Halal Logo and / or any part of it are the property of HAC. All parties interested to use or reproduce the HAC's Halal Logo and or any part of it in any kind, shall get prior written approval from HAC.
- 6.2.5 Usage of HAC logo in any published materials, posters, advertisement and signage shall be done in an ethical manner. Instructions shall be always obtained from HAC in this regard.
- 6.2.6 The Halal certificate holder shall use the Halal logo only in packaging material as long as its certification remain valid and in force. Halal certificate holder shall not use the logo where its certificate is withdrawn or suspended or expired.

### 6.3 Renewal Application

- 6.3.1 The certificate holder shall monitor the expiry date of the Halal certificate and shall submit the renewal request in writing minimum 45 days prior to the date of expiry to avoid any delay in renewal.
- 6.3.2 The certificate holder shall monitor the expiry date of the Halal certificate and shall submit the renewal application at least six months prior to the date of expiry to avoid any delay in re-certification. [\(Applicable for GSO Standard Scheme\)](#)
- 6.3.3 Any proposed changes to the current application details during the renewal period shall be submitted with the renewal application.
- 6.3.4 HAC shall carry out renewal audit(s), and decision on renewing certification shall be based on the outcome of renewal audit. [\(Applicable for GSO Standard Scheme\)](#)
- 6.3.5 If a Halal certificate holder who failed to renew its halal certificate, HAC Halal Logo and all stocks of packing material(s) with the HAC Halal Logo shall not be used in the products in the premises or on the manufactured products.

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## 7.0 HAC HALAL CERTIFICATE

- 7.1 The Halal Certificate issued to the applicant certifies that the products have been processed / packed / stored and transported according to Halal requirements and are therefore fit for Halal consumers.
- 7.2 The Halal Certificate and / or any part of it are the property of HAC. The Halal Certificate holder will be held responsible for the Halal Certificate(s) issued to them. The certificate and / or any part thereof are NOT TRANSFERABLE.
- 7.3 The certificate holder shall not reproduce the HAC issued Halal Certificate in part and/or in a way that would hinder the legibility, nor tamper with the original or copies of the Halal certificate.
- 7.4 Halal certificate holder shall not translate the certificate in other languages without the control and prior consent of HAC in writing.
- 7.5 The Halal Certificate issued will be valid for one year from the date of issue, which is renewable annually.
- 7.6 The Halal Certificate issued under the GSO Standard scheme will be valid for three years from the date of issue, thereafter it will be subject to recertification. [\(Applicable for GSO Standard Scheme\)](#)

- 7.7 The valid original certificate issued may be prominently displayed and shall be shown on demand to the customer. Any copy and / or expired Halal Certificate(s) shall NOT be displayed.
- 7.8 The Halal Certificate holder may request for a 'Certified Copy' of its Halal Certificate from HAC which will be issued in the name of a specific entity for a valid reason.
- 7.9 In case of any loss or damage to the Halal certificate the Halal certificate holder shall immediately inform in writing to HAC.
- 7.10 The Halal Certificate holder shall ensure that the Halal Certificate issued is well kept and not abused in any manner.
- 7.11 The Halal Certificate Holder shall obtain export certificate for each and every export consignment in addition to the main certificate.

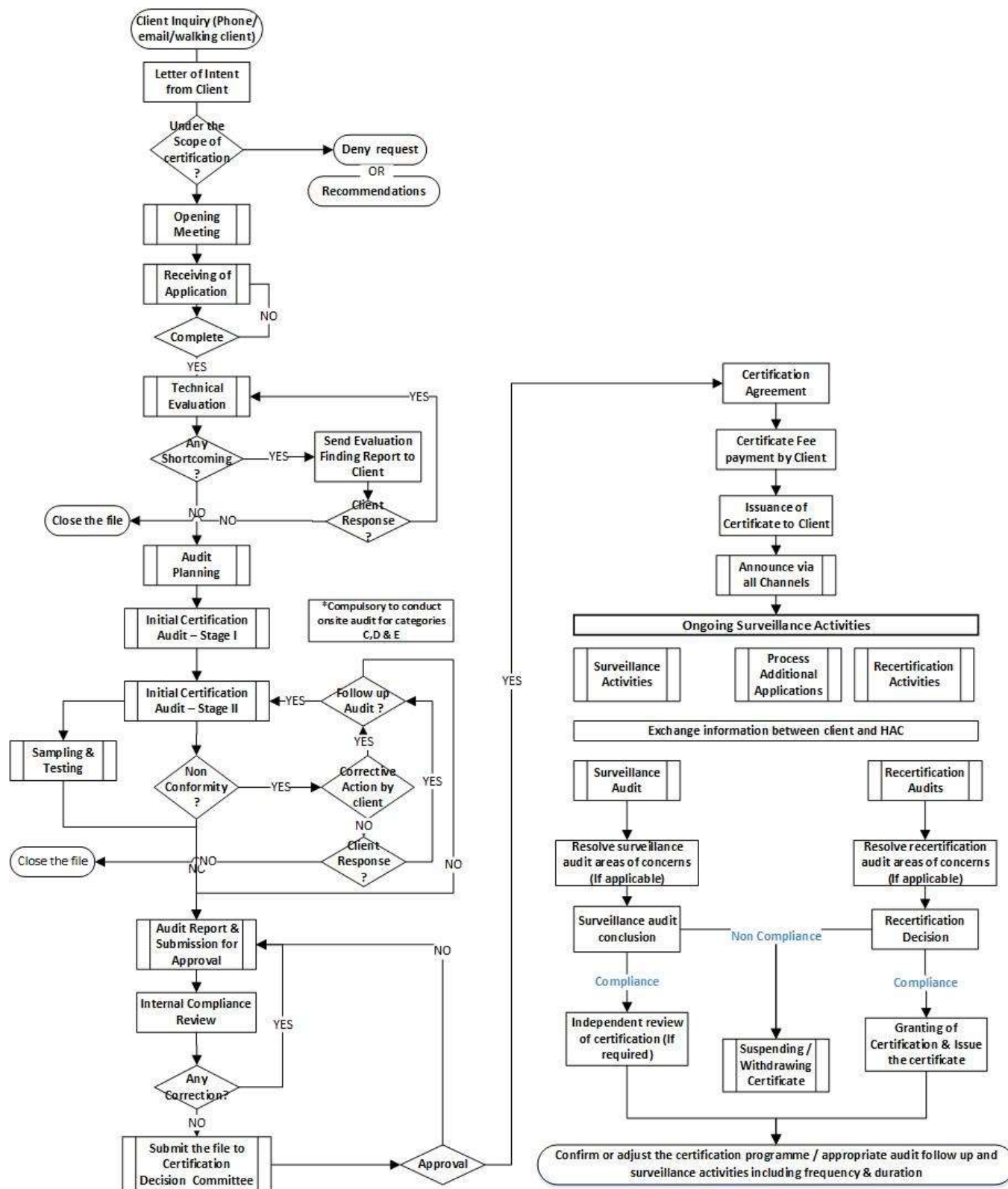
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## 8.0 OTHER CONDITIONS

- 8.1 The applicant / Halal Certificate holder shall at all times keep HAC and its employees indemnified fully and completely against all claims, damages, expenses or costs (including those asserted by third parties) arising directly or indirectly from acts, commissions or omissions of the applicant / Halal certificate holder and its servants, agents, employees, invitees or licensees.
- 8.2 In the event of a breach of any Terms and Conditions mentioned herein by the Halal Certificate holder or its servants, agents, employees, invitees, licensees etc.
  - I. HAC reserves the right to withdraw or suspend the Halal Certificate and prevent the use of its Halal Logo and to recall all products bearing its logo (i.e. packaging materials in stock or with printers). These shall be surrendered to HAC upon request. HAC is at liberty to destroy the packaging material and no refund shall be due from HAC for the said material.
  - II. In addition, HAC, also, reserves the right to make a public announcement of the withdrawal of Halal Certification and such costs shall be borne entirely by the Halal certificate holder.
- 8.3 HAC may, from time to time, change / review its Halal Certification Terms & Conditions and requirements that effect the certificate holder and such changes shall be communicated issue directives to its Halal Certificate holders.
- 8.4 HAC reserve the right to verify the implementation of the changes made by certificate holder and take actions required by these Terms and Condition.
- 8.5 HAC reserves the right to review the application even after certification.
- 8.6 The decision of HAC in respect of all matters shall be final and conclusive.
- 8.7 In the event of any uncertainty or ambiguity or in the event of any provisions not hitherto made, the interpretation and ruling of HAC shall be final and binding on the applicant/ Halal Certificate holder.

**For ease of reference the clauses relevant and applicable to GSO Standard Scheme have been highlighted in blue color fonts in this document and also listed separately in Appendix D.**

### APPENDIX A – Certification and Auditing Procedures



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## **APPENDIX B - Requirements for HAC Supervisor**

1. The HAC supervisor is not considered as a staff of the certificate holder at any time.
2. The company shall provide a suitable work station to the HAC Supervisor with adequate facilities to effectively carry out his duties.
  - a. The workstation shall be with a table and a chair to be used independently.
  - b. Communication facility (Access to email, telephone, fax etc.) whenever required.
3. The company shall provide uniform (including mask, cap, boots etc.) and necessary equipment for the health and safety for HAC Supervisor if required.
4. Independent transportation mode to be given if the plant is situated in a place where public transport is not easily accessible. HAC will make the final decision on the requirement of this facility.



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### APPENDIX C - Documentation and Records Required for HAC Halal Certification

1. Company profile
2. Business Registration Certificate
3. Particulars of the Directors
4. List of Products with pack sizes
5. Appointment notification of Halal Assurance Team (HAT)
6. NIC copies and appointment letters of permanent HAC approved staff
7. Detailed floor plan of the processing plant
8. Detailed flowchart of the whole slaughtering process and names of Muslim employees involved in each stage and their designation
9. Licenses issued to the applicant by local and environmental authorities.
10. Quality / Hygiene standard certificates
11. Documentary Evidence for the implementation of Food Safety Management System
12. Samples of approved product packaging material(s)
13. Detail of poultry suppliers
14. Complete operations schedule of processing per day with shift times
15. Company Logo and Brand Logos
16. Any other relevant documents



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**APPENDIX D – The clauses only applicable to GSO Standard Scheme**

1. Clause 1.4
2. Clause 2.2.3
3. Clause 2.2.15
4. Clause 6.2.2
5. Clause 6.3.2
6. Clause 6.3.4
7. Clause 7.6